

## ***Letter of Application for a Terminal Operator and/or Carrier***

Date

EIN –  
637 Registration #

Internal Revenue Service  
Attn: Excise Unit - Stop 5701G  
Cincinnati, OH 45999

To whom it may concern:

This letter is a \_\_\_\_\_ application to participate in the IRS *Electronic Filing Program* for Forms 720-TO and 720-CS.

\_\_\_\_\_ understands and agrees to the following, which are prerequisites for participation in the electronic filing program:

- Comply with all electronic filing and security guidelines set forth in the Excise Tax EDI Guide - Publication 3536,
- Abide by the record keeping requirements set forth in Revenue Procedure 6001.

If the Authorized Signatory changes, \_\_\_\_\_ will notify the Internal Revenue Service, by the submission of a **Revised Letter of Application**, signed by the new Authorized Signatory, no later than 15 days before the filing of another information return. \_\_\_\_\_ understands this action will result in the issuance of a new Authorization Code that will be used for the next submission.

Attached is a list of the terminals that \_\_\_\_\_ operates and will submit electronic Form 720-TO / CS files to the IRS.

In accordance with the requirements defined in the Excise Tax EDI Guide - Publication 3536, the 10-digit Security Code for \_\_\_\_\_ is as follows:

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[**will/will not**] use an approved third party transmitter to submit electronic 720-TO and/or 720-CS information to the Internal Revenue Service.

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Transmitter's Company Name	EIN	Contact person	Telephone Number
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Please issue User ID and password to the following individuals who will send and retrieve electronic files and may be contacted by IRS regarding our participation in the *Form 720-TO/ CS Electronic Filing Program*:

Excise Tax Contact:

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Name: (First, MI, Last)	Telephone / FAX Number	email address, if applicable
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EDI Contact:

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Name: (First, MI, Last)	Telephone / FAX Number	email address, if applicable
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Each time the 10 digit Security Code, and the 10-digit IRS Authorization Code appears in my electronic submission, I understand these codes represent the authorized signature, as if I had actually signed the return on behalf of [**Firm Name**], including the following statement: "Under penalties of perjury, I declare that I have examined this return and accompanying schedules, and, to the best of my knowledge and belief, they are true, correct and complete."

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Signature of Electronic Filer's Authorized Signatory

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Print Name (First, MI, Last)

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Title

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Telephone number

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Email address, if applicable

Enclosures:

Include a complete list of terminals and TCNs that this LOA applies to  
(if applicable)

Form 8821 for return to transmitter 997 and 151 acknowledgments  
Form 8821, IRC 6103 (c) consent form (concerning single point filing)